

## Adding New Collapsible Text Boxes to a Page

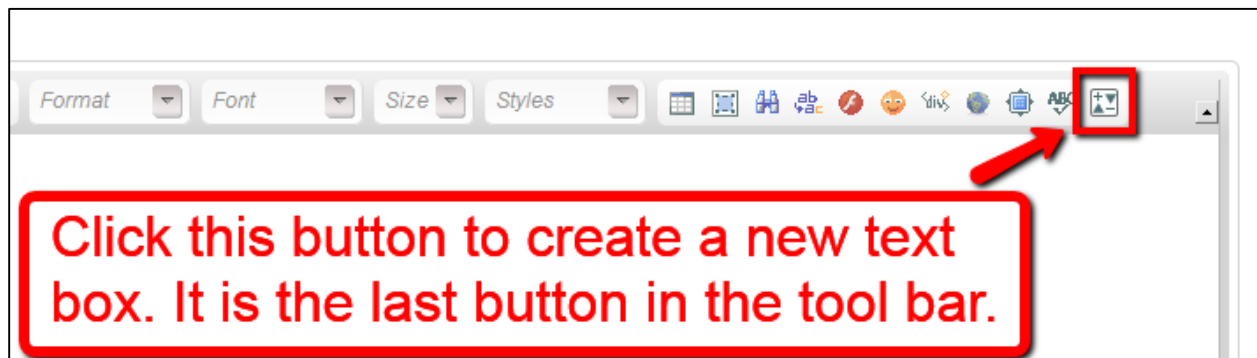
These instructions explain how to create a new collapsible text box.

If you are adding next text to an existing text box, proceed to step 3.

### Step 1: Access the WYSIWYG for the Page You Wish to Edit

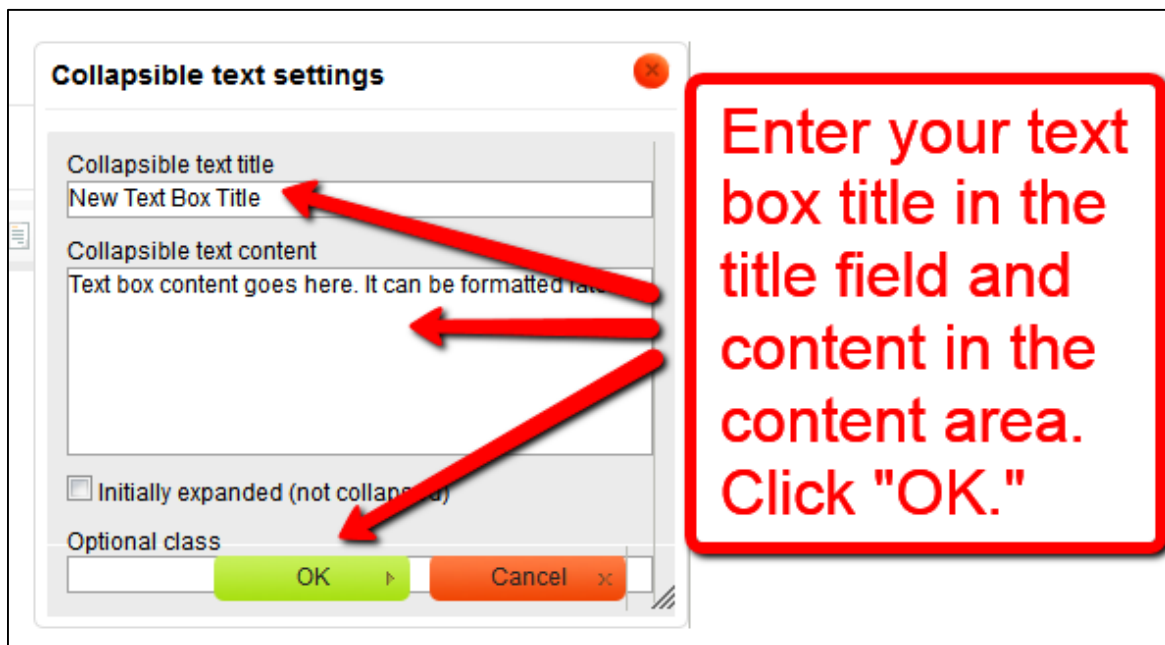
Locate the page you wish to edit and click the Edit tab.

Place your cursor where you want the new text box to be. Click the collapsible text box button in the WYSIWYG.



### Step 2: Enter the Text Box Title and Content

A dialog box will pop up. Enter the text box title in the appropriate field (e.g., "2015 Minutes") and any content in the content area. Then click the OK button.

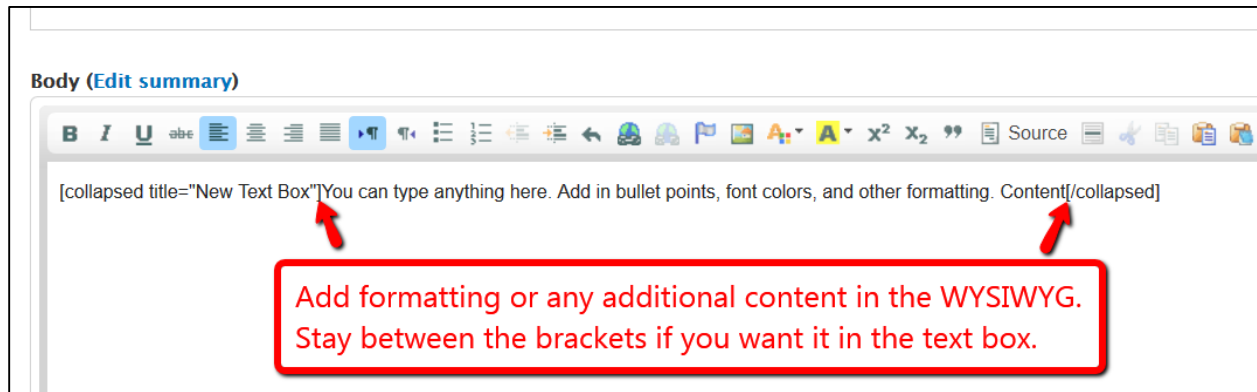


**Note that you cannot format the content text in this dialog box. You will be able to do so later (see Step 3).**

### Step 3: Format Your Text

You can now use the WYSIWYG buttons as usual to add bullets, make text bold, add links, etc. You can also add, remove, or edit text, images, and other content within the text box.

The important thing is to stay inside the brackets that say **[collapsed title=Title]** and **[/collapsed]**.



### Step 4: Click the “Save” Button and Check Your Work

Click the **Save** button at the bottom of the screen. Double check that your content is displaying correctly.

